

Hunterdon County Board of  
Chosen Freeholders

AGREEMENT BETWEEN

THE COUNTY OF HUNTERDON

AND

N.J.C.S.A. HUNTERDON COUNCIL NO. 15

Affiliated As

COMMUNICATIONS WORKERS OF AMERICA - AFL-CIO - LOCAL 1035

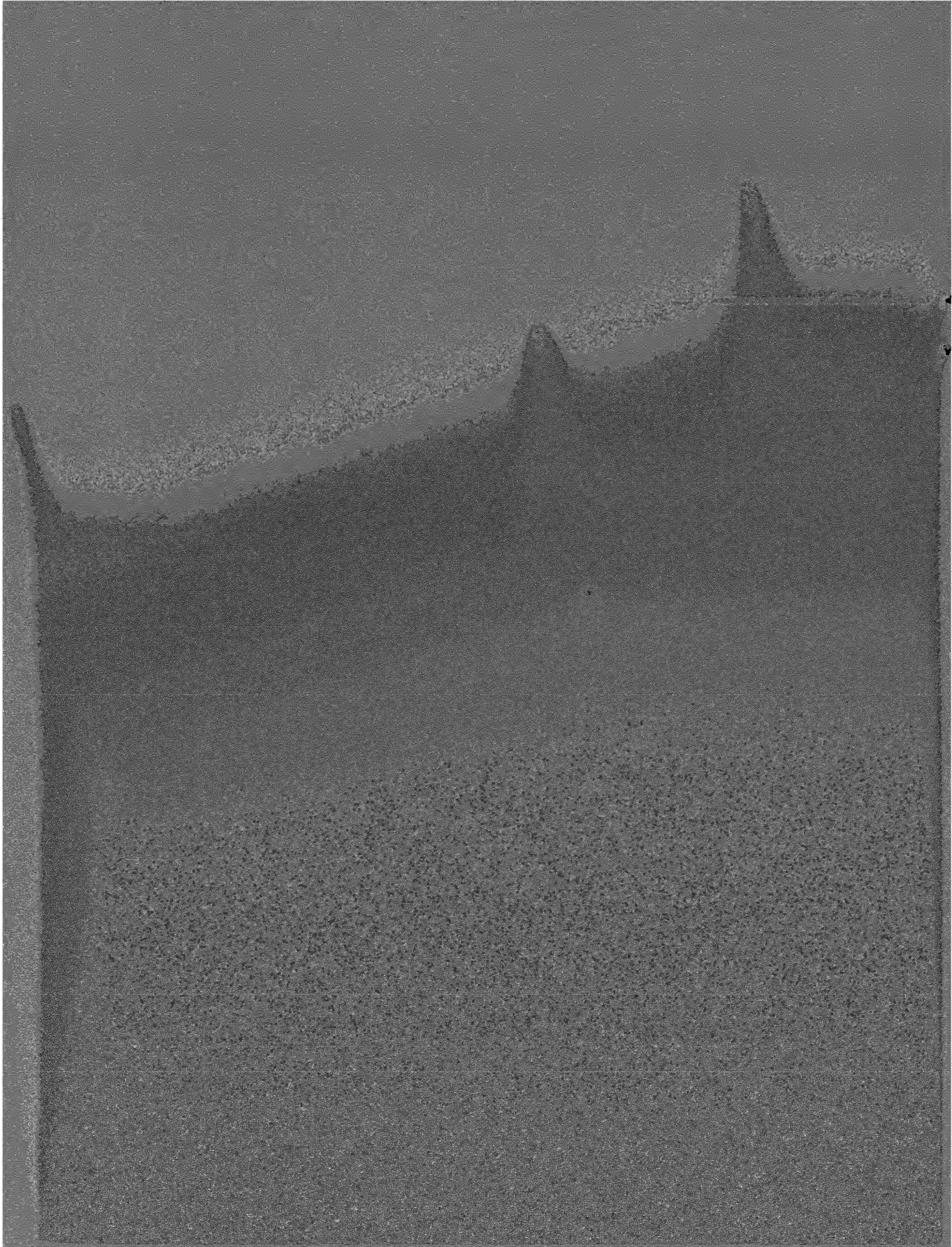
1980 - 1981

LIBRARY  
Institute of Management and  
Labor Relations

OCT 6 1981

RUTGERS UNIVERSITY





# TABLE OF CONTENTS

<u>SUBJECT</u>	<u>ARTICLE NO.</u>	<u>PAGE NO.</u>
ADHERENCE TO CIVIL SERVICE RULES -----	6 -----	8
ASSOCIATION REPRESENTATIVES -----	4 -----	5
BENEFITS, (MEDICAL & OTHER) -----	16 -----	45-46
BREAKS -----	9 -----	15
COPIES OF MINUTES -----	28 -----	62
DISCRIMINATION & DISCIPLINE -----	24 -----	56
DURATION OF AGREEMENT -----	-- -----	64
ECONOMY LAYOFFS -----	26 -----	58
EMPLOYEES EXPENSES -----	17 -----	47-48
EMPLOYEES FACILITIES -----	18 -----	49
GENERAL PROVISIONS -----	29 -----	63
GRIEVANCE PROCEDURE -----	27 -----	59-61
HOLIDAYS -----	12 -----	38-39
HOURS OF WORK -----	8 -----	10-14
JOB CLASSIFICATIONS & VACANCIES -----	21 -----	52
JURY DUTY -----	15 -----	44
LEAVES OF ABSENCE -----	14 -----	42-43
MANAGEMENT -----	3 -----	4
OVERTIME -----	11 -----	33-37
PAYROLL DEDUCTIONS -----	2 -----	3
PERSONNEL FILES -----	25 -----	57
PROMOTIONS & TITLE CHANGES -----	22 -----	53-54
RIGHTS & PRIVILEGES -----	5 -----	6-7
RULES OF THE EMPLOYER -----	7 -----	9
SAFETY -----	19 -----	50
SCOPE OF AGREEMENT & BARGAINING UNIT -----	1 -----	1-2
TEMPORARY EMPLOYEES -----	23 -----	55
UNSCHEDULED CLOSING OF COUNTY DEPARTMENTS --	20 -----	51
VACATIONS -----	13 -----	40-41
WAGES -----	10 -----	16-18
SCHEDULE A-1 -----		19-21
SCHEDULE A-2 -----		22
SCHEDULE A-3 -----		23
SCHEDULE B-1 -----		24
SCHEDULE B-2 -----		25
SCHEDULE B-3 -----		26
SCHEDULE C-1 -----		27
SCHEDULE C-2 -----		28
SCHEDULE C-3 -----		29
SCHEDULE D-1 -----		30
SCHEDULE D-2 -----		31
SCHEDULE D-3 -----		32





## ARTICLE 1

### SCOPE OF AGREEMENT AND BARGAINING UNIT

The Employer acknowledges that it has ascertained that the Association represents a majority of the employees set forth in the bargaining unit, and is, therefore, legally entitled to recognition by the Employer as the sole and exclusive bargaining representative of the employees in the bargaining unit.

The Employer recognizes that this Agreement constitutes an obligation of the Employer, and that the terms and provisions of this Agreement shall embrace all present and future permanent, provisional and temporary positions, full-time and part-time, in all Departments of the County of Hunterdon, and all other positions wherein authorization has been given to the Association to act on behalf of employees in such positions. Modifications of this Agreement, as they apply to the employees of the Hunterdon County Welfare Board, are set forth in an Addendum to this Agreement.

The appropriate bargaining unit shall consist of all employees of the County of Hunterdon, including Supervisors, (as recognized past practice of the Association), in any position, whether such employees are of provisional, permanent, or temporary or CETA status; excepting employees of the Board of Elections, Board of Parks and Recreation Commissioners, Probation Officers-Probation Department, Jail employees, Sheriff's Officers-Law Enforcement, Sanitary Inspectors-Health Department, County Detectives-Prosecutor's Office, Department Heads, any appointed or elected officials, Assistant County Engineer, Assistant County Road Supervisor(s), or any employee the Parties agree is in a confidential position whose work is involved solely in the labor relations process.

Unless otherwise indicated, the terms employee or employees, when

ARTICLE 1 (Continued)

used in this Agreement, refer to all persons represented by the Association in the above defined negotiation unit.

The Parties recognize that a Clarification of Unit proceeding is presently pending before the Public Employment Relations Commission affecting certain supervisory position titles. The Parties agree that this Article shall be modified pursuant to the resolution of this matter by the Parties or by the Public Employment Relations Commission, or in the event of an appeal therefrom, by the Courts of this State.



## ARTICLE 2

### PAYROLL DEDUCTIONS

#### A. DUES CHECKOFF:

The Employer will deduct current uniform dues of employees who are members of the Association beginning with the next pay period following receipt of a duly executed form acceptable to the Employer. Such authorization may only be revoked upon thirty (30) days notice prior to January 1 or July 1. Monthly, the Employer will forward a list of all employees hired or terminated during the preceding month.

It shall be the sole obligation of the Employer to remit sums deducted to the Treasurer of the Association by the fifteenth (15) of the month following the month in which it deducts them, with a list of those employees for whom the deductions have been made.

The Association shall hold the Employer harmless against all claims, demands, or other forms of liability that may arise out of the Employer deducting sums as Association dues pursuant to this Article.

#### B. AUTOMOBILE INSURANCE COVERAGE:

In the event the Association arranges for auto insurance coverage, the County agrees to provide payroll deductions for automobile insurance coverage for members of an appropriate group who so authorize such deductions. The Association shall hold the Employer harmless against all claims, demands, or other forms of liability that may arise out of the Employer deducting sums pursuant to this Article.

The Employer also reserves the right to require a Hold Harmless Agreement from the carrier providing such group automobile insurance coverage. The contract between the insurance carrier and the County shall contain provisions reasonably acceptable to both the County and the Association.

## ARTICLE 3

### MANAGEMENT

It is mutually understood and agreed that the Employer has the prerogatives of management in the direction of the employees including, but not limited to, the rights of hiring, suspending, discharging in accordance with Civil Service Rules, promoting, transferring, scheduling to determine the standards of services to be offered by its agencies, take necessary actions in emergencies, determine the standards of selection for employment, maintain the efficiency of its operations, technology of performing its work, determine the methods, means, and personnel by which its operations are to be conducted, determine the content of job classifications, subject to Civil Service Regulations, and any other applicable law or provision of this Agreement.

It is understood that in the discharge of these rights, every employee shall be treated within the accepted standards of common decency, courtesy, and respect.



## ARTICLE 4

### ASSOCIATION REPRESENTATIVES

The Association shall designate such members of the Association as it deems reasonably necessary as Association Representatives, who shall not be discriminated against due to their legitimate Association activity. A list of Association designated representatives shall be provided the Employer.

Any authorized representatives of the New Jersey Civil Service Association, Inc./Communications Workers of America, so designated, shall have the right to enter upon the premises of the Employer during working hours for the purpose of conducting normal duties relative to the enforcement and policing of this Agreement.

The Department Head of the area to be visited shall be notified prior to such visit. Such visits shall not interfere with proper service to the Public.

## ARTICLE 5

### RIGHTS AND PRIVILEGES OF THE ASSOCIATION

The Board of Chosen Freeholders agrees to make available to the Association all public information concerning the financial resources of the County, together with information which may be necessary for the Association to process any grievance or complaint.

The Association representatives shall be permitted to participate, during normal working hours, in negotiations, grievance proceedings, conferences, or meetings with the Employer with no loss in pay. This shall apply to any employee in connection with his or her grievance.

Representatives of Hunterdon Council No. 15-Local 1035 C.W.A., or its affiliates so designated, shall be permitted to transact official Association business on the premises at all reasonable times, provided that this shall not interfere with or interrupt normal operations of the service. In addition, representatives authorized by the local association shall be entitled to attend C.W.A. conferences. No more than ten (10) days per year (aggregate total of individual days off) shall be allowed under this provision. Unused days shall not be accumulative and any unused days shall be cancelled at the end of the calendar year.

The Association may use facilities and equipment when not otherwise in use.

The Association may use bulletin boards and mailboxes.

Should the representative of the Association, or the Association itself, cause any malicious damage to any facility or equipment owned by the County, the Association hereby agrees to either repair such facility or



ARTICLE 5 (Continued)

equipment at its own cost, or to reimburse the County for the reasonable cost to repair said facility or equipment.

EMPLOYEE REPRESENTATIVES WHO ARE TO BE PRESENT AT NEGOTIATIONS:

1. No more than five (5) employees and an attorney shall appear and negotiate for Hunterdon Council No. 15-Local 1035. One (1) of the five (5) employees, however, should be an employee who attends negotiations when matters under discussion involve a subject area with which said employee has special knowledge, or when the issue involves a department or group of employees with whom the designated employee is associated.

2. For obvious reasons, there shall be no limit as to the composition of an employee negotiating committee, if the negotiating sessions are conducted after working hours.

3. After the instant Agreement is executed, and until such time as a successor contract is consummated, the number of employees who negotiate during working hours should consist of no more than one (1) employee representative from a department, except that the President of the employee Association may participate in negotiations together with another employee from his department.

ARTICLE 6

ADHERENCE TO CIVIL SERVICE RULES

The Employer and the Association understand and agree that all Rules promulgated by the New Jersey Department of Civil Service shall be binding upon both Parties.



## ARTICLE 7

### RULES OF THE EMPLOYER

All rules and regulations promulgated by the Employer for the proper and efficient operation of the Public Service shall be duly and conspicuously placed.

## ARTICLE 8

### HOURS OF WORK

It is understood by the Parties that ~~the~~ hours of work in existence at the time of this Agreement for all departments shall remain in full force and effect until mutually changed. Either party reserves the right to request a change in working hours. This request will be subject to negotiations.

Those employees obligated to work in the field, or on the road traveling, shall compute their hours of work on a portal-to-portal basis.

### COUNTY EMPLOYEES WORKING 35 HOURS

Work Week: Monday through Friday  
8:30 A.M. - 4:30 P.M. 1 Hour Lunch

### LIBRARY

Work Week A: (Employees hired prior to 2/26/72)  
Monday through Friday

Shift 1A:	8:30 A.M. - 4:30 P.M.	1 Hour Lunch
Shift 1B:	9:00 A.M. - 5:00 P.M.	1 Hour Lunch
Shift 2:	1:30 P.M. - 9:00 P.M.	1/2 Hour Lunch

Work Week B: (Employees hired on or after 2/26/72, or earlier if voluntary)  
Tuesday through Saturday  
(Saturday hours are 9:00 A.M. - 5:00 P.M.)  
Same Hours & Shifts as above.

The Library shall be open in the summer on Saturdays during the same hours that it is open at other times of the year. The Employer shall, if requested, allow a maximum of one (1) professional Library employee and two (2) non-professional Library employees to have scheduled days off on a Saturday, such as vacation days, or personal days. These Saturday scheduled days off shall not be affected by sick leave or other similar leaves.

ARTICLE 8 (Continued)

COUNTY EMPLOYEES WORKING 40 HOURS

ROADS & BRIDGES

Work Week: Monday through Friday  
7:30 A.M. - 4:00 P.M. 1/2 Hour Lunch

BUILDINGS & MAINTENANCE

Work Week: Monday through Friday  
Shift 1: 6:30 A.M. - 3:00 P.M. 1/2 Hour Lunch  
Shift 2: 2:30 P.M. - 11:00 P.M. 1/2 Hour Lunch

COMMUNICATIONS

HOURS OF WORK AND SCHEDULING:

Communications Operators and Senior Communications Operators shall work a Schedule of six (6) days within a nine (9) day period. There shall be no extra compensation provided to employees for working the sixth (6) day during a nine (9) day period. In the event an employee is required to work, and does work, more than eight (8) hours and fifteen (15) minutes in any work day, or more than six (6) days in a nine (9) day period, he shall receive overtime pay for each hour worked at the rate of time and one-half (1 1/2) his straight time of his hourly rate of pay. Employees shall work on a shift basis as indicated below.

First Shift: 2245 Hours - 0700 Hours  
Second Shift: 0645 Hours - 1500 Hours  
Third Shift: 1445 Hours - 2300 Hours

The question of holiday pay will be handled as follows:

The 2245-0700 Hour shift will be paid the eight (8) hours holiday pay for any holiday worked in which the operator has worked seven (7) hours on the holiday date. The 2245-0700 Hour shift in which the operator works only one (1) hour on the holiday date will not be considered as holiday pay.

Lunch and coffee breaks are only to be taken, (on premises), when work load permits during a shift. Unused break time shall not be credited

## ARTICLE 8 (Continued)

or accumulated in any way by the employee.

The hours of work for the Supervising Communications Operator shall be five (5) eight (8) hour week days. Start and quit times to be designated by the Department Head. Overtime and Holiday compensation shall be paid as provided in Article 11 of the Agreement.

In the event of an emergency, scheduled event, or illness requiring the assignment of additional personnel for certain hours, the following pertinent procedures shall be followed:

1. EMERGENCIES:

An on-call, full-time employee shall be called in first.

2. ILLNESS:

On-call personnel shall be solicited first. Should they not wish to accept the overtime, then off duty full-time employees will be solicited. If none are available, part-time employees may be solicited. If none are available, it will then constitute an emergency, and on-call personnel will be assigned.

All solicitations and/or assignments to be done in the order of persons with the least amount of worked overtime being called or assigned first.

If a communications operator assigned to work the 0645-1500 Hour shift calls in sick, one (1) of the 2245-0700 Hour shift communications operators will automatically hold over for the first four (4) hours, (0700-1100 of the 0645-1500 Hour shift. This may be done either by one (1) volunteering to hold over; or, in the case where neither one particularly wants to remain

## ARTICLE 8 (Continued)

the one (1) with the least amount of overtime as of that date will be the one (1) responsible to remain.

If a part-time communications operator is working with a full-time communications operator on the 2245-0700 Hour shift, the full-time communications operator will be the one (1) responsible to remain, unless doing so would not interfere with the part-time communications operators permanent full-time job on that day, and he wishes to volunteer. However, a part-time communications operator may volunteer to remain only if a full-time communications operator is also reporting for duty at 0645 Hours to work with him. If a full-time and a part-time communications operator were scheduled to work the 0645-1500 Hour shift, and it is the full-time communications operator that calls in sick, then it shall be the responsibility of the full-time 2245-0700 Hour shift communications operator to remain.

The second four (4) hours of that shift, (1100-1500), as well as all other times, will be covered by using the standard existing method after 0800 Hours.

On the remaining days of the same illness, a part-time employee may be called in.

### 3. SCHEDULED EVENTS:

A part-time employee may be called in.

It is understood and agreed that employees may switch hours or shifts provided no employee works in excess of twelve (12) consecutive hours as a result of the aforementioned switch. It is the intent of the Parties that the exchange of hours or shifts between two (2) employees will be on a voluntary basis, and will incur no additional cost to the County. Hours or



ARTICLE 8 (Continued)

shifts exchanged shall strictly be a matter between the two (2) employees provided, however, a notice of the exchange and substitution of employees be given to the Department Head, or his designee, no less than twenty-four (24) hours in advance. In the event no such notice is given, the employee who has been assigned the hours or shifts will be required to work. When the twenty-four (24) hour notice is given, the employee accepting the change shall be required to work.

## ARTICLE 9

### BREAKS

Each employee herein represented shall be entitled to one (1) fifteen (15) minute break for each half-day period of work, (morning and afternoon, and equivalent periods for shift work). Unused break time shall not be credited or accumulated in any way by the employee.

## ARTICLE 10

### WAGES

Wages shall be paid as hereinafter set forth, provided that part time employees on a regularly scheduled basis shall be paid a salary according to the title pro rata.

All wages and increases are set forth in the schedules attached hereto and made a part hereof, including wages for titles presently in use or to be used in the future. Employees shall be assigned to a range according to job title as indicated in Schedules A-1, B-1, C-1, or D-1.\*

Each salary schedule consists of a base and eight (8) steps for each range.

Step one (1) for each range shall be four and one-half percent (4.5%) above the base. Each subsequent step shall be four and one-half percent (4.5%) of the base for the range above the preceding step so that the differential from step-to-step in any given range shall be the set dollar amount shown on Schedules A-2, A-3, B-2, B-3, C-2, C-3, D-2, and D-3\* under the heading increment, abbreviated "INC".

Every employee on the payroll of the Employer as of March 31, 1975, or prior thereto, shall move to and be paid at the rate for the next higher step in the appropriate pay range. Employees at maximum in a pay range will receive no such adjustments. Employees hired on or after April 1, 1975, shall move to and be paid at the next higher step on the appropriate pay range after one (1) complete year on the payroll of the Employer, such payment to commence, however, only on the first quarterly anniversary date of said employee after completion of said one (1) year on the payroll. Quarterly anniversary dates shall be:

ARTICLE 10 (Continued)

July 1, (for employees hired during the period April 1 through June 30 inclusive); October 1, (for employees hired during the period July 1 through September 30 inclusive); January 1, (for employees hired during the period October 1 through December 31 inclusive); and April 1, (for employees hired during the period January 1 through March 31 inclusive).

CETA employees will be given credit for past service less six (6) months training period. Adjustments will be made retroactively to January 1, 1980 for salary only. All other benefit entitlement in 1980 will be based on date of hire as CETA employee less six (6) months which is the training period.

A. ALL EMPLOYEES:

1. Effective January 1, 1980, the base salary of each range shall be increased by four and one-half percent (4.5%), with the increment scale to remain at the four and one-half percent (4.5%) rate, and each employee is to move to his next higher step on his anniversary date. (See Schedules A-2, B-2, C-2 and D-2.)\*

2. Effective January 1, 1981, the base salary of each range shall be increased by four and one-half percent (4.5%), with the increment scale to remain at the four and one-half percent (4.5%) rate, and each employee is to move to his next higher step on his anniversary date. (See Schedules A-3, B-3, C-3 and D-3.)\*

B. COMMUNICATIONS OPERATORS:

As a material part of the Agreement of the Parties with regard to compensation for the positions of Communications Operator, Senior Communications Operator, and Supervising Communications Operator, it is agreed by the County

## ARTICLE 10 (Continued)

and by the Association, on behalf of the employees covered under this Agreement, that employees shall not have outside employment which would prevent them from reporting to work at the scheduled time. Outside employment will be permitted, however, which does not interfere with the obligations of employees as set forth in Article 11-A-2 of this Agreement.

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### \*Schedules:

- A-1        35 Hour Employees Job Titles and Ranges
- A-2        35 Hour Employees 1980 Salaries
- A-3        35 Hour Employees 1981 Salaries
- B-1        Roads & Bridges Employees Job Titles and Ranges
- B-2        Roads & Bridges Employees 1980 Salaries
- B-3        Roads & Bridges Employees 1981 Salaries
- C-1        Buildings & Maintenance Employees Job Titles and Ranges
- C-2        Buildings & Maintenance Employees 1980 Salaries
- C-3        Buildings & Maintenance Employees 1981 Salaries
- D-1        Communications Operators Job Titles and Ranges
- D-2        Communications Operators 1980 Salaries
- D-3        Communications Operators 1981 Salaries



JOB TITLES AND RANGES

RANGE 1

ADDRESSOGRAPH MACHINE OPERATOR  
BOOKKEEPING MACHINE OPERATOR  
CLERK  
CLERK-TYPIST  
TERMINAL OPERATOR  
RECEPTIONIST

DOCKET CLERK (TYPING)  
DOCKET CLERK  
JR. LIBRARY CLERK  
KEY PUNCH OPERATOR  
MAIL CLERK

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RANGE 2

TELEPHONE OPERATOR

OFFSET-MACHINE OPERATOR

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RANGE 3

ACCOUNT CLERK  
ACCOUNT CLERK (TYPING)  
CLERK STENOGRAPHER  
CLERK TRANSCRIBER  
INDEX CLERK (TYPING)  
JR. LIBRARY ASSISTANT  
JR. LIBRARY ASSISTANT (TYPING)  
TRAINEE - WEIGHTS & MEASURES

LIBRARY PAGE  
SECRETARY - DIRECTOR FREEHOLDER  
SR. CLERK  
SR. CLERK TYPIST  
SR. DOCKET CLERK (TYPING)  
SR. KEY PUNCH OPERATOR  
SR. MAIN CLERK  
SR. BOOKKEEPING MACHINE OPERATOR  
COURT CLERK

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RANGE 4

MICROFILM OPERATOR  
MESSENGER

SR. OFFSET-MACHINE OPERATOR  
PROBATE ASSISTANT

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RANGE 5

ADVERTISING & SALES CLERK  
CLERK BOOKKEEPER  
PRINCIPAL CLERK  
PRINCIPAL CLERK TYPIST  
SGT. AT ARMS  
CLERK DRIVER - LIBRARY  
SR. LIBRARY ASSISTANT (TYPING)

SR. ACCOUNT CLERK  
SR. CLERK STENOGRAPHER  
SR. COURT CLERK  
SR. ACCOUNT CLERK TRANSCRIBER  
SR. LIBRARY ASSISTANT  
SR. CLERK TRANSCRIBER  
SR. INDEX CLERK

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RANGE 6

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RANGE 7

PLANNING DRAFTSMAN  
PRINCIPAL ACCOUNT CLERK  
PRINCIPAL CLERK STENOGRAPHER  
SR. CLERK DRIVER - LIBRARY  
COORDINATOR DENTAL HEALTH SVCS.  
LEASE HOUSING SPECIALIST  
LIBRARY EXHIBIT ARTIST & PUBLIC  
INFORMATION ASSISTANT (TYPING)  
PRINCIPAL PERSONNEL CLERK (STENO.)

PRINCIPAL INDEX CLERK  
PROBATE CLERK  
SR. CLERK BOOKKEEPER  
PRINCIPAL LIBRARY ASSISTANT  
SUPERVISING CLERK  
ADMINISTRATIVE CLERK  
PRINCIPAL LIBRARY ASSISTANT (TYPING)  
PRINCIPAL COURT CLERK  
PURCHASING EXPEDITOR

RANGE 8

SHERIFF'S OFFICER

GUARD - PUBLIC PROPERTY

RANGE 9

LIBRARY INTERNE  
 PRINCIPAL CLERK BOOKKEEPER  
 SUPERVISING CLERK STENOGRAPHER  
 ENGINEERING AIDE  
 SUPERVISING INDEX CLERK  
 ASST. SUPT. - WEIGHTS & MEASURES

LIBRARY TRAINEE  
 SUPERVISING LIBRARY ASSISTANT  
 TAX CLERK  
 INVESTIGATOR (PROBATION)  
 ADMINISTRATIVE SECRETARY  
 HOME LOAN ADVISOR

RANGE 10

FIELD REPRESENTATIVE FOR HOUSING REHABILITATION

RANGE 11

SR. ENGINEERING AIDE  
 DEPUTY SUPT. - WEIGHTS & MEASURES

CONSTRUCTION INSPECTOR

RANGE 12RANGE 13

JR. LIBRARIAN  
 COMMUNITY SERVICE PLANNER

ADMINISTRATIVE ANALYST  
 PERSONNEL TECHNICIAN

RANGE 14

SR. DATA PROCESSING PROGRAMMER  
 CRIMINAL JUSTICE PLANNER

ASSISTANT PLANNER

RANGE 15

PRINCIPAL ENGINEERING AIDE  
 ASSISTANT ENGINEER  
 SR. LIBRARIAN

SUPERVISOR OF HOUSING REHABILITATION  
 SR. COMMUNITY SERVICE PLANNER  
 SR. PERSONNEL TECHNICIAN

RANGE 16

SR. PLANNER

RANGE 17

PRINCIPAL LIBRARIAN - TECH. SVCS.  
 PRINCIPAL LIBRARIAN  
 SENIOR ENGINEER

PRINCIPAL LIBRARIAN - REFERENCE  
 PRINCIPAL PERSONNEL TECHNICIAN

RANGE 18

PRINCIPAL PLANNER

RANGE 19

SUPERVISING LIBRARIAN  
SUPERVISING LIBRARIAN - REFERENCE

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RANGE 20

SUPERVISING PLANNER

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RANGE 21

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RANGE 22

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RANGE 23

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RANGE 24

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RANGE 25

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## 35 HR. EMPLOYEES EFFECTIVE JANUARY 1, 1980

## SCHEDULE A-2

SALARY SCALE  
4.5% INCREASE IN BASE

RG.	BASE	INC.	1	2	3	4	5	6	7	8
1	7581	341	7922	8263	8604	8945	9286	9627	9968	10309
2	7960	358	8318	8676	9034	9392	9750	10108	10466	10824
3	8359	376	8735	9111	9487	9863	10239	10615	10991	11367
4	8764	394	9158	9552	9946	10340	10734	11128	11522	11916
5	9204	414	9618	10032	10446	10860	11274	11688	12102	12516
6	9664	435	10099	10534	10969	11404	11839	12274	12709	13144
7	10147	457	10604	11061	11518	11975	12432	12889	13346	13803
8	10655	479	11134	11613	12092	12571	13050	13529	14008	14487
9	11187	503	11690	12193	12696	13199	13702	14205	14708	15211
10	11746	529	12275	12804	13333	13862	14391	14920	15449	15978
11	12335	555	12890	13445	14000	14555	15110	15665	16220	16775
12	12949	583	13532	14115	14698	15281	15864	16447	17030	17613
13	13599	612	14211	14823	15435	16047	16659	17271	17883	18495
14	14279	643	14922	15565	16208	16851	17494	18137	18780	19423
15	14992	675	15667	16342	17017	17692	18367	19042	19717	20392
16	15740	708	16448	17156	17864	18572	19280	19988	20696	21404
17	16529	744	17273	18017	18761	19505	20249	20993	21737	22481
18	17356	781	18137	18918	19699	20480	21261	22042	22823	23604
19	18223	820	19043	19863	20683	21503	22323	23143	23963	24783
20	19134	861	19995	20856	21717	22578	23439	24300	25161	26022
21	20091	904	20995	21899	22803	23707	24611	25515	26419	27323
22	21096	949	22045	22994	23943	24892	25841	26790	27739	28688
23	22149	997	23146	24143	25140	26137	27134	28131	29128	30125
24	23256	1047	24303	25350	26397	27444	28491	29538	30585	31632
25	24422	1099	25521	26620	27719	28818	29917	31016	32115	33214

## 35 HR. EMPLOYEES EFFECTIVE JANUARY 1, 1981

## SCHEDULE A-3

SALARY SCALE  
4.5% INCREASE IN BASE

RG.	BASE	INC.	1	2	3	4	5	6	7	8
1	7922	356	8278	8634	8990	9346	9702	10058	10414	10770
2	8318	374	8692	9066	9440	9814	10188	10562	10936	11310
3	8735	393	9128	9521	9914	10307	10700	11093	11486	11879
4	9158	412	9570	9982	10394	10806	11218	11630	12042	12454
5	9618	433	10051	10484	10917	11350	11783	12216	12649	13082
6	10099	454	10553	11007	11461	11915	12369	12823	13277	13731
7	10604	477	11081	11558	12035	12512	12989	13466	13943	14420
8	11134	501	11635	12136	12637	13138	13639	14140	14641	15142
9	11690	526	12216	12742	13268	13794	14320	14846	15372	15898
10	12275	552	12827	13379	13931	14483	15035	15587	16139	16691
11	12890	580	13470	14050	14630	15210	15790	16370	16950	17530
12	13532	609	14141	14750	15359	15968	16577	17186	17795	18404
13	14211	639	14850	15489	16128	16767	17406	18045	18684	19323
14	14922	671	15593	16264	16935	17606	18277	18948	19619	20290
15	15667	705	16372	17077	17782	18487	19192	19897	20602	21307
16	16448	740	17188	17928	18668	19408	20148	20888	21628	22368
17	17273	777	18050	18827	19604	20381	21158	21935	22712	23489
18	18137	816	18953	19769	20585	21401	22217	23033	23849	24665
19	19043	857	19900	20757	21614	22471	23328	24185	25042	25899
20	19995	900	20895	21795	22695	23595	24495	25395	26295	27195
21	20995	945	21940	22885	23830	24775	25720	26665	27610	28555
22	22045	992	23037	24029	25021	26013	27005	27997	28989	29981
23	23146	1042	24188	25230	26272	27314	28356	29398	30440	31482
24	24303	1094	25397	26491	27585	28679	29773	30867	31961	33055
25	25521	1148	26669	27817	28965	30113	31261	32409	33557	34705



JOB TITLES AND RANGES  
ROADS & BRIDGES

RANGE S-1

RADIO DISPATCHER (TYPING)

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RANGE 1

LABORER

---

RANGE 2

STOCK CLERK

---

RANGE 3

MAINTENANCE REPAIRER PAINTER  
MECHANICAL REPAIRER HELPER  
TRAFFIC MAINTENANCE WORKER

BRIDGE REPAIRER  
ROAD REPAIRER

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RANGE 4

SR. STOCK CLERK

TRUCK DRIVER

---

RANGE 5

MECHANICAL REPAIRER  
EQUIPMENT OPERATOR  
SR. BRIDGE REPAIRER

SR. MAINTENANCE REPAIRER-PAINTER  
SR. TRAFFIC MAINTENANCE WORKER

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RANGE 6

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RANGE 7

SR. MECHANICAL REPAIRER

HEAVY EQUIPMENT OPERATOR

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RANGE 8

ROAD FOREMAN  
BRIDGE REPAIRER FOREMAN

TRAFFIC MAINTENANCE FOREMAN  
MAINTENANCE REPAIRER FOREMAN-PAINTER

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RANGE 9

GENERAL ROAD FOREMAN  
MECHANICAL REPAIRER FOREMAN

ROAD CONSTRUCTION FOREMAN

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## 40 HR. EMPLOYEES EFFECTIVE JANUARY 1, 1980

## SCHEDULE B-2

## SALARY SCALE

## ROADS &amp; BRIDGES

## 4.5% INCREASE IN BASE

RG.	BASE	INC.	1	2	3	4	5	6	7	8
1	10711	482	11193	11675	12157	12639	13121	13603	14085	14567
2	10895	490	11385	11875	12365	12855	13345	13835	14325	14815
3	11491	517	12008	12525	13042	13559	14076	14593	15110	15627
4	11681	526	12207	12733	13259	13785	14311	14837	15363	15889
5	12337	555	12892	13447	14002	14557	15112	15667	16222	16777
6	12463	561	13024	13585	14146	14707	15268	15829	16390	16951
7	12931	582	13513	14095	14677	15259	15841	16423	17005	17587
8	13934	627	14561	15188	15815	16442	17069	17696	18323	18950
9	14343	645	14988	15633	16278	16923	17568	18213	18858	19503

SALARY SCALE  
4.5% INCREASE IN BASE

RG.	BASE	INC.	ROADS & BRIDGES							
			1	2	3	4	5	6	7	8
5.38-9.68	504	11697	5.62-10.12	5.87-10.57	6.11-11.00	6.35-11.43	6.59-11.86	6.84-12.31	7.08-12.74	7.32-13.18
1	11193	504	11697	12201	12705	13209	13713	14217	14721	15225
5.47-9.85	512	11897	5.72-10.30	5.97-10.75	6.21-11.18	6.46-11.63	6.70-12.06	6.95-12.51	7.20-12.96	7.44-13.39
2	11385	512	11897	12409	12921	13433	13945	14457	14969	15481
5.77-10.39	540	12548	6.03-10.85	6.29-11.32	6.55-11.79	6.81-12.26	7.07-12.73	7.33-13.19	7.59-13.66	7.85-14.13
3	12008	540	12548	13088	13628	14168	14708	15248	15788	16328
5.87-10.57	549	12756	6.13-11.03	6.40-11.52	6.66-11.99	6.92-12.46	7.19-12.94	7.45-13.41	7.72-13.90	7.98-14.36
4	12207	549	12756	13305	13854	14403	14952	15501	16050	16599
6.20-11.16	580	13472	6.48-11.66	6.76-12.17	7.03-12.65	7.31-13.16	7.59-13.66	7.87-14.17	8.15-14.67	8.43-15.17
5	12892	580	13472	14052	14632	15212	15792	16372	16952	17532
6.26-11.27	586	13610	6.54-11.77	6.83-12.29	7.11-12.80	7.39-13.30	7.67-13.81	7.95-14.31	8.23-14.81	8.52-15.34
6	13024	586	13610	14196	14782	15368	15954	16540	17126	17712
6.50-11.70	608	14121	6.79-12.22	7.08-12.74	7.37-13.27	7.67-13.81	7.96-14.33	8.25-14.85	8.54-15.37	8.84-15.91
7	13513	608	14121	14729	15337	15945	16553	17161	17769	18377
7.00-12.60	655	15216	7.32-13.18	7.63-13.73	7.95-14.31	8.26-14.87	8.58-15.44	8.89-16.00	9.20-16.56	9.52-17.14
8	14561	655	15216	15871	16526	17181	17836	18491	19146	19801
7.21-12.98	674	15662	7.53-13.55	7.85-14.13	8.18-14.72	8.50-15.30	8.81-15.89	9.15-16.47	9.47-17.05	9.80-17.64
9	14988	674	15662	16336	17010	17684	18358	19032	19706	20380

JOB TITLES AND RANGES  
BUILDINGS & MAINTENANCE

RANGE 1

BUILDING SERVICE WORKER

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RANGE 2

BUILDING MAINTENANCE WORKER

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RANGE 3

MAINTENANCE REPAIRER (PAINTER/CARPENTER)

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RANGE 4

BUILDING MAINTENANCE FOREMAN

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RANGE 5

SR. MAINTENANCE REPAIRER (PAINTER/CARPENTER)

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RANGE 6

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RANGE 7

MAINTENANCE REPAIRER FOREMAN (PAINTER/CARPENTER)  
MAINTENANCE REPAIRER (HEATING, ELECTRICAL HEATING, AIR CONDITIONING &  
REFRIGERATION)

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RANGE 8

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RANGE 9

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RANGE 10

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RANGE 11

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RANGE 12

HEATING & AIR CONDITIONING MECHANIC

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## 40 HR. EMPLOYEES EFFECTIVE JANUARY 1, 1980

## SCHEDULE C-2

## SALARY SCALE

## BLDGS. &amp; MAINT.

## 4.5% INCREASE IN BASE

RG.	BASE	INC.	1	2	3	4	5	6	7	8
1	10313	464	10777	11241	11705	12169	12633	13097	13561	14025
2	10897	490	11387	11877	12367	12857	13347	13837	14327	14817
3	11491	517	12008	12525	13042	13559	14076	14593	15110	15627
4	12071	543	12614	13157	13700	14243	14786	15329	15872	16415
5	12657	570	13227	13797	14367	14937	15507	16077	16647	17217
6	13288	598	13886	14484	15082	15680	16278	16876	17474	18072
7	13954	628	14582	15210	15838	16466	17094	17722	18350	18978
8	14652	659	15311	15970	16629	17288	17947	18606	19265	19924
9	15386	692	16078	16770	17462	18154	18846	19538	20230	20922
10	16155	727	16882	17609	18336	19063	19790	20517	21244	21971
11	16963	763	17726	18489	19252	20015	20778	21541	22304	23067
12	17811	802	18613	19415	20217	21019	21821	22623	23425	24227

40 HR. EMPLOYEES EFFECTIVE JANUARY 1, 1981 SCHEDULE C-3

SALARY SCALE		BLDGS. & MAINT.							
4.5% INCREASE IN BASE		1	2	3	4	5	6	7	8
RG.	BASE INC.								
5.18-7.77	5.41-8.12	5.65-8.48	5.88-8.82	6.11-9.17	6.35-9.53	6.58-9.87	6.81-10.22	7.05-10.58	
1 10777	485 11262	11747	12232	12717	13202	13687	14172	14657	
5.47-8.21	5.72-8.58	5.97-8.96	6.21-9.32	6.46-9.69	6.71-10.07	6.95-10.43	7.20-10.80	7.44-11.16	
2 11387	512 11899	12411	12923	13435	13947	14459	14971	15483	
5.77-8.66	6.03-9.05	6.29-9.44	6.55-9.83	6.81-10.22	7.07-10.61	7.33-11.00	7.59-11.39	7.85-11.78	
3 12008	540 12548	13088	13628	14168	14708	15248	15788	16328	
6.06-9.09	6.34-9.51	6.61-9.92	6.88-10.32	7.16-10.74	7.43-11.15	7.70-11.55	7.98-11.97	8.25-12.38	
4 12614	568 13182	13750	14318	14886	15454	16022	16590	17158	
6.36-9.54	6.65-9.98	6.93-10.40	7.22-10.83	7.50-11.25	7.79-11.69	8.18-12.12	8.36-12.54	8.65-12.98	
5 13227	595 13822	14417	15012	15607	16202	16797	17392	17987	
6.68-10.02	6.98-10.47	7.28-10.92	7.58-11.37	7.88-11.82	8.18-12.27	8.48-12.72	8.78-13.17	9.08-13.62	
6 13886	625 14511	15136	15761	16386	17011	17636	18261	18886	
7.01-10.52	7.33-11.00	7.64-11.46	7.96-11.94	8.27-12.41	8.59-12.89	8.90-13.35	9.22-13.83	9.53-14.30	
7 14582	656 15238	15894	16550	17206	17862	18518	19174	19830	
7.36-11.04	7.69-11.54	7.28-10.92	8.35-12.53	8.69-13.04	9.02-13.53	9.35-14.03	9.68-14.52	10.01-15.02	
8 15311	689 16000	16689	17378	18067	18756	19445	20134	20823	
7.73-11.60	8.08-12.12	8.43-12.65	8.77-13.16	9.12-13.68	9.47-14.21	9.82-14.73	10.17-15.26	10.51-15.77	
9 16078	724 16802	17526	18250	18974	19698	20422	21146	21870	
8.12-12.18	8.48-12.72	8.85-13.28	9.21-13.82	9.58-14.37	9.94-14.91	10.31-15.47	10.67-16.01	11.04-16.56	
10 16882	760 17642	18402	19162	19922	20682	21442	22202	22962	
8.23-12.35	8.91-13.37	9.29-13.94	9.67-14.51	10.06-15.09	10.44-15.66	10.82-16.23	11.21-16.82	11.59-17.39	
11 17726	798 18524	19322	20120	20918	21716	22514	23312	24110	
8.95-13.43	9.35-14.03	9.75-14.63	10.16-15.24	10.56-15.84	10.96-16.44	11.37-17.06	11.77-17.66	12.17-18.26	
12 18613	838 19451	20289	21127	21965	22803	23641	24479	25317	



JOB TITLES AND RANGES  
COMMUNICATIONS OPERATORS

RANGE 1

COMMUNICATIONS OPERATOR

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RANGE 2

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RANGE 3

SENIOR COMMUNICATIONS OPERATOR

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RANGE 4

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RANGE 5

SUPERVISING COMMUNICATIONS OPERATOR

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COMMUNICATIONS EMPLOYEES EFFECTIVE JANUARY 1, 1980

SALARY SCALE  
4.5% INCREASE IN BASE

SCHEDULE D-2

RG.	BASE	INC.	1	2	3	4	5	6	7	8
1	11980	539	12519	13058	13597	14136	14675	15214	15753	16292
2	12579	566	13145	13711	14277	14843	15409	15975	16541	17107
3	13208	594	13802	14396	14990	15584	16178	16772	17366	17960
4	13868	624	14492	15116	15740	16364	16988	17612	18236	18860
5	14561	655	15216	15871	16526	17181	17836	18491	19146	19801

COMMUNICATIONS EMPLOYEES EFFECTIVE JANUARY 1, 1981 SCHEDULE D-3

SALARY SCALE  
4.5% INCREASE IN BASE

\* \$11,020.00 - Training rate for six (6) months from Date of Hire.

RG.	BASE	INC.	1	2	3	4	5	6	7	8
1	6.02-9.03	563	6.29-9.44	6.56-9.84	6.83-10.25	7.10-10.65	7.37-11.06	7.64-11.46	7.91-11.87	8.18-12.27
	12520		13083	13646	14209	14772	15335	15898	16461	17024
2	6.32-9.48	592	6.60-9.90	6.89-10.34	7.17-10.76	7.46-11.19	7.74-11.61	8.03-12.05	8.31-12.47	8.60-12.90
	13146		13738	14330	14922	15514	16106	16698	17290	17882
3	6.64-9.96	621	6.93-10.40	7.23-10.85	7.53-11.30	7.83-11.75	8.13-12.20	8.43-12.65	8.73-13.10	9.02-13.53
	13803		14424	15045	15666	16287	16908	17529	18150	18771
4	6.97-10.46	652	7.28-10.92	7.59-11.39	7.91-11.87	8.22-12.33	8.54-12.81	8.85-13.28	9.16-13.74	9.48-14.22
	14493		15145	15797	16449	17101	17753	18405	19057	19709
5	7.32-10.98	685	7.65-11.48	7.98-11.97	8.30-12.45	8.63-12.95	8.96-13.44	9.29-13.94	9.62-14.43	9.95-14.93
	15218		15903	16588	17273	17958	18643	19328	20013	20698

Newly Hired (Employees shall move to Range 1 Base (\$12,520.) at end of six (6) months.  
Employees (Anniversary Date shall be in accordance with Article 10.

\* (\$1500. less than Range 1 Base)

## ARTICLE 11

### OVERTIME

#### A. OVERTIME RATES:

1. OVERTIME RATES FOR ALL EMPLOYEES OTHER THAN ROADS & BRIDGES, AND COMMUNICATIONS OPERATORS - Any employee required to work beyond the regular workday, seven (7) or eight (8) hour workday, depending on the Department, shall be paid overtime at the rate of time and one-half (1 1/2).

Employees required to work on the sixth (6) day of a workweek shall be paid at the rate of time and one-half (1 1/2) for hours worked within a regular workday, and double (2) time for any additional hours worked.

Employees required to work on the seventh (7) day of a workweek shall be paid at the rate of double (2) time for hours worked within a regular workday, and double time and one-half (2 1/2) for any additional hours worked.

Employees scheduled to work on a holiday shall be paid their regular days pay for the holiday, plus an additional rate of time and one-half (1 1/2) for all hours worked in a normally scheduled workday. Should an employee be required to work beyond a normal workday on a holiday, he shall be paid the regular rate for the day, plus an additional double (2) time for any hours in addition to the regularly scheduled workday.

#### 2. COMMUNICATIONS OPERATORS:

a. ON-CALL - Employees are required to be on-call for a four (4) hour period preceeding the scheduled start of the shift, and for a four (4) hour period following the scheduled end of that shift. In the event an employee is called in to duty, he will receive overtime pay at the rate of one and one-half (1 1/2) times his straight time hourly rate of pay for

## ARTICLE 11 (Continued)

### 2. COMMUNICATIONS OPERATORS: (Continued)

each hour worked before and/or after his normal shift for that day, except as covered in Section B.

To facilitate an employee being on-call, the County shall provide, at its own cost, "Pagers" for each employee to have with him during on-call periods. An employee is required to respond to a page within fifteen (15) minutes. The employee may respond either in person or by telephone. After an employee is notified to report to work, he must do so within one (1) hour.

b. HOLIDAY PAY (CALENDAR DATE) - If an employee is authorized to work and does work on a holiday, he shall receive one and one-half (1 1/2) times his straight time hourly rate of pay for each hour worked on that holiday. This holiday premium rate shall be paid to the employee in addition to his regular pay for the holiday (which pay the employee received whether he works or not, since pay for the day is included in his annual salary). In the event a holiday falls on an employee's regularly scheduled day off and he is not required to work thereon, the employee shall receive an extra day's pay for this day at his straight time hourly rate. In the event the employee, though initially scheduled off on a day which is also a holiday, is subsequently required to work thereon, he shall receive, in addition to the one day's extra pay, time and one-half his straight time hourly rate of pay for each hour worked on that day. If an employee who is scheduled to work on a holiday is unable to do so due to a bona fide illness, he shall be charged a sick day and receive only his regular pay for the day.

Should an employee be required to work beyond a scheduled shift on a holiday, he shall be paid the regular rate for the day plus an additional double time for any hours beyond his regularly scheduled shift.

ARTICLE 11 (Continued)

A. OVERTIME RATES: (Continued)

3. ROADS AND BRIDGES DEPARTMENT - The overtime rates of all overtime worked shall be one and eight tenths (1.8) times the employees hourly wage. This shall apply to all employees of the Roads & Bridges Department covered by this Agreement, except clerical employees, who will be paid pursuant to paragraph A-1 above.

B. MINIMUM GUARANTEE:

In addition, any employee required to work overtime shall receive a minimum of two (2) hours pay at the appropriate rate if the time worked is less than two (2) hours, with the exception of an employee required to remain working and continue beyond his regularly scheduled shift. Such employee shall be paid at the overtime rate for the actual hours worked. In the event overtime worked is more than two (2) hours, compensation in such case shall be for the actual hours worked at the appropriate overtime rate.

C. METHOD OF COMPENSATION (EXCEPT COMMUNICATIONS OPERATORS):

1. All employees shall be compensated for overtime worked.

a. In certain situations wherein overtime is required, but budgetary considerations make payment for overtime impossible, employees may be asked to accept overtime on a voluntary basis to be paid in compensatory time at the above rates.

b. Employees may elect to be paid in compensatory time at the above rates for overtime worked. Such compensation may be accrued up to a maximum of 35/40 hours (one work week), which may be carried on the books at all times. All hours in excess of the above must be used within thirty (30) calendar days.

2. The 35/40 hours accrued for use at a later date may be taken

ARTICLE 11 (Continued)

C. METHOD OF COMPENSATION (EXCEPT COMMUNICATIONS OPERATORS): (Continued)  
in block form or on a day-to-day basis, and shall be scheduled in advance in the same manner as Vacation. If work loads do not permit the use of compensatory time when requested, the employee may elect to accept payment or to continue to carry the time on the books.

3. Should an employees service terminate, unused earned compensatory time shall be reimbursed to the employee in the final pay.

D. EQUALIZATION:

1. It is the intention of the Parties that overtime be distributed among the employees of a Department, or work group within a Department, on an equal basis.

2. Roads and Bridges Department Formula (Snow Removal):

GROUP A --- Road Crews maintain roads in their district, have responsibility for this, and are first called. Overtime to be equalized among crew(s). Employees of one district may enter into another district to attend to a trouble spot for up to one-half (1/2) hours work not counting travel time to and from the trouble spot. The total time outside of the district is not to exceed one (1) hour. In the event the police retain the outside crew for longer than the one (1) hour, the above does not apply. If additional trouble spots develop, as identified by emergency service personnel, and providing the regular district crew is then called, the outside crew, for liability purposes, may remain until the district crew arrives.

ARTICLE 11 (Continued)

D. EQUALIZATION: (Continued)

GROUP B --- Equipment Operators run loaders, graders, special heavy duty plow. Overtime to be equalized among operators for these jobs.

GROUP C --- Extras to be used as back-up for Road Crews. Possibly may be divided into two (2) sub-groups, (one (1) used as drivers, one (1) used as laborers, etc.). Overtime to be equalized among all men in this Group. Any man from this Group may be used to form sub-districts as agreed upon.

The Employer will assign two (2) men to a truck for salting, cindering, and snow plowing.

Contractors may be used when County vehicles and personnel are all being utilized in snow plowing operations, and there is a need for additional vehicles and personnel to remove snow from County roads. Contractors may also be utilized, if needed, because a County-owned vehicle is disabled. The County will make every effort to have contractors utilize County personnel. The Association will make every effort to provide personnel for snow clearance operations.

All employees will be paid for all overtime worked at 1.8x the employee's usual hourly rate, except when an employee shall be engaged in performing duties of a higher classification, he shall be paid at the rate of the job performed.

E. COURT APPEARANCES:

If an employee is required to appear in Court on County business during his working hours, he shall be excused with pay. If an employee is required to appear at other than his normal working hours, he shall be compensated at his normal overtime rate plus mileage portal-to-portal.



## ARTICLE 12

### HOLIDAYS

The thirteen (13) legal holidays presently observed shall continue to be observed under this Agreement, (New Year's Day, Martin Luther King's Birthday, Lincoln's Birthday, Washington's Birthday, Good Friday, Memorial Day, Independence Day, Labor Day, Columbus Day, Election Day, Veteran's Day, Thanksgiving Day, and Christmas Day). Effective 1981, Easter Sunday shall be an additional holiday for all Communication Operator titles.

The day after Thanksgiving shall be a paid day off for all employees. Employees who are required to work, by the Employer, on such paid day off, due to emergencies, or as dictated by past practice, shall receive compensatory time for their normal workday. Employees required to work beyond their normal workday shall be compensated at their normal overtime rate as provided in Article 11.

In addition to the aforesaid thirteen (13) legal holidays, also to be observed are any other legal holidays declared by the legally constituted authorities of the State or Nation.

Also, any day proclaimed by the Governor as a day off for State employees, or by the President as a day off for Federal employees may be observed by the County as determined by the Board of Chosen Freeholders in their sole discretion. In the event the Board of Chosen Freeholders grants such a day off, or grants in its own discretion a day off for County employees, then County employees will be paid therefor as if they had worked on said day. Employees who are required to work on said day, though it has been declared by the Freeholders as a day off, will receive compensatory time for their normal workday, and their normal overtime rate for all hours worked beyond their normal workday.

## ARTICLE 12 (Continued)

When a holiday, as above, falls on a Saturday, it shall be observed on the preceding Friday. When a holiday falls on a Sunday, it shall be observed on the following day, Monday. This paragraph does not apply to Communication Operator employees.

By mutual consent of the Parties, the date of observance of any of the above holidays may be moved to another day.

When holidays permit a three (3) day weekend, employees of those departments who are required to work on any of the three (3) days, shall be paid at the rate of holiday pay as set forth in Article 11, except Communications Operators. For Communications Operators, see Article 11-A-2-(b).

## ARTICLE 14

### LEAVES OF ABSENCE

#### A. SICK LEAVE:

Sick leave shall accumulate at the rate of one and one-fourth (1 1/4) days per month in the first year of service, commencing in the first month, or major portion thereof, from date of hire. It is assumed that the employee shall remain in the service of the County for the remainder of the calendar year, and the total number of sick days, pro-rata, shall be credited to the employee. If separation occurs before the end of the year, and more sick leave has been taken than appropriate on a pro-rata basis, the per diem rate of pay for the excess days shall be deducted from the final pay.

Sick leave shall accumulate year-to-year, with an additional fifteen (15) days credited to the employee at the beginning of each successive calendar year.

#### B. MATERNITY LEAVE:

An employee shall notify the Employer of her pregnancy as soon as it is medically confirmed. Said employee may request a maternity leave without pay, and said leave shall be granted. A maternity leave of absence shall be for the maximum period allowed by Civil Service Rules. The employee may elect to return to work at an earlier date, provided the employee shall be deemed medically fit to return to the duties and responsibilities of her position.

#### C. BEREAVEMENT LEAVE:

All employees shall receive five (5) consecutive working days leave in the event of the death of a spouse, child, step-child, ward, son-in-law, daughter-in-law, sister, sister-in-law, brother, brother-in-law, grandparent (of

#### ARTICLE 14 (Continued)

employee or employee's spouse), grandchild (of employee or employee's spouse), parent, step-parent, father-in-law, mother-in-law, and any other member of the immediate household. This leave is separate and distinct from any other leave time. In the event of multiple deaths, special consideration will be given to the employee by the Employer.

##### D. PERSONAL LEAVE:

All employees herein shall receive four (4) days leave for personal business, non-accumulative, unless prevented by the Employer due to exigencies of the work from taking them, in which case they are to be carried over into the next calendar year. Each employee shall be given credit for each calendar year for all due personal leave, and shall be entitled to use credited leave when requested. Should an employee's service begin after the first, or terminate before the end of the year, earned personal leave shall be calculated based on the number of quarters, (or major portion thereof), completed. Unused earned personal leave shall be reimbursed to the employee in the final pay. Used unearned personal leave shall be deducted from the final pay.

##### E. OTHER LEAVES:

All other proper and authorized leaves as provided in the Rules of the Department of Civil Service shall be recognized, and constitute a part of this Agreement.

## ARTICLE 15

### JURY DUTY

Should an employee be obligated to serve as a juror, he shall receive full pay from the County for all time spent on jury duty.

Remuneration received from the Court for such service will not be deducted from the wages received for the corresponding workdays.

## ARTICLE 16

### BENEFITS (MEDICAL AND OTHER)

All benefit currently enjoyed by employees shall remain in effect and become part of this Agreement, including all rights and privileges under the PERS, and as provided by Civil Service authority, or as dictated by past practices of the County. A past practice is a practice which has occurred previously and continues to occur regularly during the term of the Agreement. Those practices, which are management's prerogative, may be changed at any time by the County, without negotiation with the Association. Those practices which are working conditions may not be changed by the County without negotiations first with the Association. Past practices can be established and recognized on a department wide basis only.

In addition, the Employer agrees to provide, at no cost to the employees, medical coverage in the form of Blue Cross, Blue Shield, Rider J, and Major Medical as currently provided through the State Health Benefit Plan for all employees and their eligible dependents. The Employer shall also pay the monthly Medicare premium for each employee over age sixty-five (65).

In addition, effective January 1, 1981, the Employer agrees to provide, on a contributory basis from the Employer and the Employee, New Jersey Temporary Disability Insurance.

Two (2) representatives of each Party shall thoroughly investigate the medical benefits presently being provided under the State Health Benefits Plan as compared with such other health benefits plans as may be available from other Companies in order to provide better coverage without increase in the monetary consideration. After the investigation is completed, and upon letter of agreement signed by both Parties, the employee medical benefits

## ARTICLE 16 (Continued)

plan may be altered if deemed to be in the best interests of the Parties involved.

Each employee shall receive for on the job injuries, a leave of absence with full pay, for up to twenty-six (26) weeks, with no loss in sick leave credit, or any other leave time. Any monies received by employees from Workmen's Compensation during the leave of absence, which is for regular maintenance, shall be reimbursed to the County.

The Employer further agrees to provide health insurance as a supplement to Medicare for retired County employees, if such coverage is available, and can be obtained.

The Employer also agrees to grant to all employees covered under this Agreement any other medical, dental, vision, or prescription plans granted to any other County employee groups during the term of this Agreement, (on the same terms and conditions to such other employee groups).

### TRAINING - COMMUNICATIONS OPERATORS:

It is understood and agreed by the Parties that the employees covered by this Agreement are required to take, or to give, certain training. Training shall be arranged by the County at no expense to the employee for tuition and books. Training may be given to the employee during his normal work hours, or on his day off, in which case the employee who is required to attend such training on his day off shall be paid at the rate of straight time for each hour of training received on that day. In the event an employee volunteers for training on his day off, he shall receive no compensation for any hours of training received on that day. Authorization and/or requests shall be in writing.

## ARTICLE 17

### EMPLOYEE EXPENSES

Employees required to use personal vehicles in the pursuit of proper and necessary County business shall be reimbursed during 1980 and 1981 at the rate of twenty cents (20¢) per mile.

All such personal car mileage shall be submitted on the proper forms, to be provided, and such mileage shall be computed on a portal-to-portal basis.

When any class of employment requires the use of specialized equipment, such as uniforms, rain gear, and safety equipment, these shall be provided, and maintained, by the Employer at no expense to the employees. Painters shall receive appropriate protective work clothing.

It is recognized that employees in the position of Mechanical Repairer, (excluding Helper), at any grade, provide their own tools for use on County jobs; and that such use of personal tools, to which only the individual owner has access, is a normal aspect of the trade; and that such employees shall receive an additional compensation of two dollars (\$2.00) per week for such use of their tools to be paid semi-annually. Any employee in the title of Mechanical Repairer - Helper, required to provide the use of his own tools, will also receive the tool allowance.

All other necessary expenses borne by employees in the course of work, which have been, by past practice, subject to reimbursement to the employees, shall remain in effect for the duration of this Agreement.

Any employee, except Communications Operators, working authorized overtime to a meal period (defined as 6:00 A.M., 12:00 Noon, 6:00 P.M., 12:00 Midnight), shall be provided a meal by the County up to three dollars and



## ARTICLE 17 (Continued)

twenty-five cents (\$3.25) in value. Should the County be unable to provide such meal, the employee shall be paid at the rate of three dollars and twenty-five cents (\$3.25) for such meal. If the employee works less than the minimum overtime (two (2) hours), the meal rate, if applicable, shall be one dollar and seventy-five cents (\$1.75).

### COMMUNICATIONS OPERATORS:

All Communications Operators working a scheduled eight (8) hour shift plus four (4) or more hours authorized overtime, and for each subsequent continuous four (4) hour period of work, shall be provided a meal by the County up to three dollars and twenty-five cents (\$3.25) in value. Communications Operators who voluntarily agree to work one (1) or more eight (8) hour shifts beyond six (6) days in the standard nine (9) day work week shall not be entitled to a meal, provided one (1) or more hours notice to the employee was given prior to the start of the shift. If less than one (1) hour notice was given, then the Communications Operator(s) shall be provided a meal by the County up to three dollars and twenty-five cents (\$3.25) in value. Meals, for work beyond this eight (8) hour shift, shall be calculated in accordance with the eight (8) hour plus four (4) hour method previously described in this paragraph. Should the County be unable to provide any such meal, the employee shall be paid at the rate of three dollars and twenty-five cents (\$3.25) for such meal.

## ARTICLE 18

### EMPLOYEE FACILITIES

Adequate facilities shall be provided for employees for purposes of daily breaks, eating of lunches and for relief in time of momentary illness incurred while at work.

Representatives of the County and Council No. 15-Local 1035 will survey facilities and discuss the needs for an employee lounge and sickroom. When space is located, such lounge and sickroom will be established.

The parking lot at the rear of the Administration Building on Main Street will be patrolled from 8:00 A.M. to 1:00 P.M. by a uniformed patrolman. All employees authorized to park will display official identification. The patrolled parking areas shall be reserved for employees with no reserved parking spaces for individuals except two (2) parking spaces reserved for judges in the Court House, two (2) parking spaces for the handicapped and four (4) parking spaces reserved for visitors, until 1:00 P.M., at which time the parking spaces for visitors, if not occupied by visitors, may be used by any employees authorized to park in said parking lot.

The Association and the Employer shall mutually determine which employees shall be issued permits according to the following: all employees working full time in offices bordering upon the County parking lot, and part time employees working in the same offices who work a minimum of four days per week. Parking for these employees will be on a first come first served basis. No other permits will be issued to any other persons either as a courtesy or for any other reason.

## ARTICLE 19

### SAFETY

The Employer agrees to insure the safety and adequacy of all working areas and equipment provided for employee use. The Association reserves the right to call upon the Employer, or any appropriate State or Federal agency, to investigate any matter involving work area or equipment. Such requests will only be made where the Association feels that the employee is subject to a possible impairment of health and safety.

A joint Safety Committee shall be established consisting of three (3) employees, and one (1) alternate, designated by the Association; and three (3) members, and one (1) alternate, designated by the Employer. This Committee, consisting of three (3) members from each side, shall meet bi-monthly, with special meetings to be called by either Party when necessary. The function of the Safety Committee shall be to advise the Employer concerning safety and health matters, but not to handle grievances. In the discharge of this function, the Safety Committee shall consider existing practices and rules, and recommend adoption of new practices and rules to the Employer.

The Safety Committee shall be appointed within thirty (30) days of the signing of this Agreement.

## ARTICLE 20

### UNSCHEDULED CLOSING OF COUNTY DEPARTMENTS

Should an employee report for work, and subsequently should the County decide to close County Offices for whatever reason, such employee who reports to work shall be credited for the days work. Should the County, for whatever reason, close County Offices before the start of a workday, or during the regularly scheduled workday, all employees will be credited with a days work.

## ARTICLE 21

### JOB CLASSIFICATIONS AND VACANCIES

The Employer shall post in all departments, advance notice for ten (10) working days of any position to be filled.

Prior to posting such notice, the Employer shall submit to the Association the proposed Title and Salary for the position to be filled.

When the Employer establishes a new job, for which there is no rate of compensation provided in the Schedules attached, the Employer and the Association shall reach agreement on an appropriate rate of compensation for the Title, in relation to existing positions, prior to promulgation of the advance notice. The Employer agrees that no appointment shall be made to any such position prior to an agreement of the Parties on the above.

## ARTICLE 22

### PROMOTIONS AND TITLE CHANGES

#### A. REVIEW BOARD:

The Employer agrees to establish a Review Board to study requests for promotions and/or changes in title. The Board shall also review the status of provisional employees who have passed Civil Service examinations, and have not been granted permanent appointment due to the absence of a complete certified list for the position held.

The Board shall be comprised of no more than three (3) members appointed by the County, and no more than three (3) members appointed by the Association, in equal numbers, with a Chairman acceptable to both Parties.

The recommendations of this Board shall be advisory.

#### B. PROMOTIONS IN 1980 and 1981:

During 1980 & 1981, upon being promoted, an employee shall retain the same step on the salary schedule in the range to which he is promoted, if the new range is two (2) or less ranges higher. If the range to which he is promoted is more than two (2) ranges higher than his previous range, he shall lose one (1) step for every two (2) ranges his new range exceeds his old range beyond the initial two (2) ranges mentioned above.

A change in the range assigned to an employees position caused by a reclassification by the Civil Service Commission shall not be considered a promotion under the preceding paragraph.

ARTICLE 22 (Continued)

C. RECLASSIFICATIONS IN 1980 and 1981:

In 1980 & 1981, when a range change is the result of a reclassification, the employee will be placed in the new range at the minimum; provided, however, if said minimum is less than ten percent (10%) above his previous annual salary, he will be placed at the next higher step that will result in a ten percent (10%) increase in annual compensation over his previous annual salary.

## ARTICLE 23

### TEMPORARY EMPLOYEES

Temporary employees are those hired during a period of emergency or to fill a temporary position, (position required for a period of not more than four (4) months, or for recurrent periods aggregating not more than four (4) months in any twelve (12) month period). Extension of such a position beyond these limitations will automatically change its status to permanent, and all benefits granted to Permanent and Provisional employees shall accrue to the employee, retroactive to date of hire.

These employees shall be paid at the rate of the title, and duties shall be scheduled within the regular workday. Overtime shall be provided in accordance with Article 11 of the Agreement.

The provisions of Article 21 shall apply to Temporary positions.



## ARTICLE 24

### DISCRIMINATION AND DISCIPLINE

No employee shall be discharged or discriminated against because of race, age, creed, sex, color, ethnic background, political affiliation, or Association activity.

If justification for such discharge cannot be agreed upon by the Employer and the Association, the matter shall be arbitrated in accordance with the arbitration provisions of this Agreement, or the employee may pursue all legal remedies afforded by the provisions of the Civil Service Act.

In any case of disciplinary action, including discharge, the Employer will notify the Association of the action taken no later than the next workday.

## ARTICLE 25

### PERSONNEL FILES

Employees shall have the right to inspect, and review their own individual personnel files upon request to the County. The Employer recognizes and agrees to permit this review and examination at any reasonable time. An employee shall have the right to define, explain, or object, in writing, to anything found in his personnel file. This writing shall become a part of the employees personnel file.

For the purposes of this Agreement, a personnel file is defined as any and all recorded matter concerning the employee, maintained by the Personnel Department or the Appointing Authority.

Copies of all material presently in an employees personnel file shall be provided to the employee, upon request, one (1) time only. Thereafter, copies of all materials added to the employees file shall be provided to the employee at the time of insertion.

## ARTICLE 26

### ECONOMY LAYOFFS

Layoffs for economy reasons shall not be effected before the Employer, in good faith, has first demonstrated the need for economy to the Association, and that the necessary economy will result from the layoff(s). Employees to be laid off shall be sent written notice; layoff(s) shall be according to rules of the Civil Service Commission.

An employee covered by this Agreement who is laid off pursuant to the provisions hereof, may file a grievance complaining of the layoff, in which case, the employee shall only take the grievance beyond Step 1 to the Civil Service Commission, in accordance with Civil Service Procedures, notwithstanding the language of Paragraph (b) under Step 1 of Article 27, "Grievance Procedure," providing an option to employees to take grievances either to the Civil Service Commission or to arbitration.

## ARTICLE 27

### GRIEVANCE PROCEDURE

Any grievance or dispute which may arise between the Parties, including the application, meaning, or interpretation of this Agreement shall follow this procedure:

#### STEP 1:

(a) The Association Representative shall present the grievance, or dispute, in writing, to the employee's immediate Supervisor within ten (10) working days of its occurrence, or ten (10) working days after the employee becomes aware of the event. The immediate Supervisor shall adjust the matter and respond, in writing, within three (3) working days. Failure to present the grievance within the time provided shall constitute an abandonment of the grievance and bar its filing thereafter.

(b) If the matter remains unsettled after Step 1, the employee may pursue the matter, at his or her option, either in the remainder of this procedure, or take the matter before the Civil Service Commission, in accordance with the Civil Service procedures. In the event the employee elects to pursue Civil Service remedies, then the employee shall be forever precluded from advancing the grievance through the remainder of the grievance procedure.

#### STEP 2:

If the grievance, or dispute, has not satisfactorily been settled in Step 1, the Association shall present it in writing to the Department Head, within five (5) working days after receiving the response from Step 1, or within five (5) working days after the response was due. The Department Head shall have five (5) working days to adjust the matter, and respond, in writing.

## ARTICLE 27 (Continued)

### STEP 3:

If the grievance, or dispute, has not been satisfactorily adjusted in Step 2, the Association shall present it to the Board of Chosen Freeholders or their designated representative, within five (5) working days after receiving the response from Step 2, or within five (5) working days after the response was due. The Board shall settle the matter, and respond, in writing, within five (5) working days. If the Board intends to convene a hearing into the matter, the time for this step shall be extended to fifteen (15) calendar days, provided the Association has been notified in writing of this intent within five (5) working days after the matter has been presented to the Board. This notice shall specify the time, and date of the hearing.

### STEP 4:

If no settlement of the grievance, or dispute has been reached between the Parties in Step 3, either one (1) or both may move the grievance, or dispute to arbitration within thirty (30) calendar days of receiving the Board's response, or within thirty (30) calendar days of the time the response was due.

### ARBITRATION:

Any Party wishing to move a grievance to arbitration shall notify the Public Employment Relations Commission, and the other Party, that they are moving a grievance to arbitration, and request that a list of arbitrators be furnished to the Employer, and the Association. The arbitrator shall be chosen in accordance with procedures set forth by the Public Employment Relations Commission.

## ARTICLE 27 (Continued)

The arbitrator shall hear the matter on the evidence, and within the meaning of this Agreement, such rules and regulations as may be in effect by the Civil Service Commission of the State of New Jersey, which might be pertinent, and render his award in writing, which shall be final, and binding.

The cost of the arbitrator's fee shall be borne equally by the Parties.

### EXTENSIONS AND MODIFICATIONS:

Time extensions may be mutually agreed to by the County, and the Association, by a proper instrument, in writing.

### GROUP OR POLICY GRIEVANCE:

A group or policy grievance, or dispute shall be presented, in writing, by the Association, at the lowest step at which a settlement may be obtained.

## ARTICLE 28

### COPIES OF MINUTES

Copies of the minutes of the Public Meetings including Executive Sessions of the Board of Chosen Freeholders and any other Boards or Commissions of the County which have employees covered under this Agreement shall be provided to the Association at no charge no later than five (5) days after said minutes have been made available to the Public.

ARTICLE 29  
GENERAL PROVISIONS

SECTION 1:

This Agreement constitutes the complete and final understanding of the Parties during the term thereof.

SECTION 2:

All terms of masculine gender shall be construed to include the feminine gender, and all terms stated in the singular shall be construed to include the plural, unless a different intention is clearly understood from the context in which such terms are used.



DURATION OF AGREEMENT

The terms and provisions of this Agreement shall be in force commencing January 1, 1980, and shall remain in effect and full force through December 31, 1981. The Parties agree to begin negotiating for a successor Agreement no later than September 15, 1981.

IN WITNESS WHEREOF, the Parties have hereto affixed their signatures on this 9th day of December 1980.

ATTEST:

BOARD OF CHOSEN FREEHOLDERS  
HUNTERDON COUNTY:

Original Signed  
Dorothy K. Bertany

Original Signed  
George B. Melick

\_\_\_\_\_  
Dorothy K. Bertany, Clerk  
Board of Chosen Freeholders

\_\_\_\_\_  
George B. Melick  
Freeholder Director

ATTEST:

N.J.C.S.A. HUNTERDON COUNCIL NO. 15  
C.W.A. LOCAL 1035:

Original Signed  
Gloria A. Weiman

Original Signed  
Andrew J. Weiman

\_\_\_\_\_  
Gloria A. Weiman, Secretary

\_\_\_\_\_  
Andrew J. Weiman, President

COMMUNICATIONS WORKERS OF AMERICA

Original Signed  
Ronald J. Smith

\_\_\_\_\_  
Ronald J. Smith, Representative

AUG 31 11 37 AM '81

PERC